



Airport Advisory Committee

# Agenda

Wednesday 11 October 2023



## *Our Vision*

Where environment, lifestyle and opportunity meet

## *Community Aspirations*



### KEY THEME 1

#### **Environment**

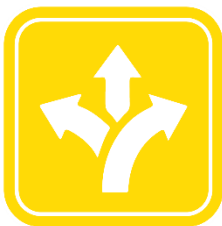
An environment that is valued, conserved and enjoyed by current and future generations.



### KEY THEME 2

#### **Lifestyle**

A place that is relaxed, safe and friendly, with services and facilities that support positive lifestyles and wellbeing.



### KEY THEME 3

#### **Opportunity**

A vibrant City with diverse opportunities and a prosperous economy.



### KEY THEME 4

#### **Leadership**

A Council that connects with the community and is accountable in its decision making.

### **NOTICE OF MEETING**

**TO: THE MAYOR AND COUNCILLORS**

**NOTICE** is given that a meeting of the Airport Advisory Committee will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday 11 October 2023, commencing at 10:00am.

Your attendance is respectfully requested.

### **DISCLAIMER**

Statements or decisions made at Council meetings or briefings should not be relied on (or acted upon) by an applicant or any other person or entity until subsequent written notification has been given by or received from the City of Busselton. Without derogating from the generality of the above, approval of planning applications and building permits and acceptance of tenders and quotations will only become effective once written notice to that effect has been given to relevant parties. The City of Busselton expressly disclaims any liability for any loss arising from any person or body relying on any statement or decision made during a Council meeting or briefing.



**TONY NOTTLE**

**CHIEF EXECUTIVE OFFICER**

5 October 2023

### **BEHAVIOUR PROTOCOLS**

The City of Busselton values are:

- Listening
- Considered Decision Making
- Appreciation
- Respect
- Teamwork

In accordance with these values, the following outlines the behaviour expectations while attending a Council meeting, Community Access Session, or Public Agenda Presentation:

- Listen respectfully through the meeting or presentation
- Respect the Council process and comply with directions from the Presiding Member
- Use respectful language when addressing Council, staff, and other members of the public
- Behave in a manner that is respectful and non-confrontational
- Do not use offensive language or derogatory language towards others

The City values the diverse input of the community and seeks to ensure that all members of the community can attend a meeting and have their say.

Council members, Committee members and Candidates are bound by the City's Code of Conduct and agree to uphold the values of the City of Busselton and principles of good behaviour, maintaining and contributing to a harmonious, safe, and productive environment.

Anyone who does not behave in accordance with the above values and behaviours may be asked by the Presiding Member to leave the gallery.

**CITY OF BUSSELTON****Agenda for the Airport Advisory Committee to be held on Wednesday 11 October 2023****TABLE OF CONTENTS**

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## 1 OFFICIAL OPENING

The City of Busselton welcomes Councillors, staff, guests and members of the public to the Airport Advisory Committee meeting of 11 October 2023.

The City of Busselton acknowledges the Wadandi and Bibbulmun people as the traditional custodians of this region and pay respects to Elders past and present.

Please note this meeting will be audio recorded for minute taking purposes.

## 2 ATTENDANCE

## 3 DISCLOSURES OF INTEREST

### DISCLOSURES OF FINANCIAL INTEREST

A declaration under section 5.65 of the *Local Government Act 1995* requires that the nature of the interest must be disclosed. An elected member or employee who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter on which the subject of the declaration without the approval of the Council in accordance with the Act.

### DISCLOSURES OF IMPARTIALITY INTEREST

Elected members and employees are required, in addition to declaring any financial interest, to declare an interest that might cause or perceive to cause a conflict. If the elected member or employee declares that their impartiality will not be affected then they may participate in the decision-making process.

## 4 PUBLIC QUESTION TIME

### 4.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

### 4.2 QUESTION TIME FOR PUBLIC

#### Public question time procedures and guidance

- The City will allocate a minimum of 15 minutes and a maximum of 30 minutes per Council meeting for public question time.
- Members of the public should register their intent to ask a question at a Council meeting by completing and submitting the [Public Question Time form](#) before 4pm the day prior to

the relevant meeting.

- Members of the public will be invited to ask their question in order of registration.
- Questions will be limited to three per person. Additional questions may be permitted by the Presiding Member where time permits.
- Where a person is not present to ask their submitted question it will be responded to administratively as general correspondence.
- Questions may be taken on notice, to be responded to at a later time by the CEO in accordance with clause 6.7 of the Standing Orders.
- Public question time is for the tabling of questions, not for members of the community to make statements. For context, the Presiding Member may allow a short preamble.
- Questions containing defamatory remarks or offensive language, or that question the competency or personal affairs of Elected Members or employees may be ruled inappropriate by the Presiding Member subject to the Presiding Member taking reasonable steps to assist the member of the public to rephrase the question.
- There will be no debate or discussion on the response provided.

For further information, please see the [Meetings, Information Sessions and Decision Making Processes Policy](#).

## **5 CONFIRMATION AND RECEIPT OF MINUTES**

### **5.1 Airport Advisory Committee 9 August 2023**

#### **RECOMMENDATION**

That the Minutes of the Airport Advisory Committee 9 August 2023 be confirmed as a true and correct record.



## 6 REPORTS

### 6.1 Busselton Margaret River Airport Operations Update

<b>Strategic Theme:</b>	Key Theme 3: Opportunity 3.4 Develop aviation opportunities at the Busselton Margaret River Airport.
<b>Directorate:</b>	Community and Commercial Services
<b>Reporting Officer:</b>	Executive Support Officer - Tiffany Sweatman
<b>Authorised By:</b>	Director of Economic and Business Development - Maxine Palmer
<b>Nature of Decision:</b>	Noting: The item is simply for information purposes and noting.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	Nil

#### OFFICER RECOMMENDATION

**That the Council receives and notes the Busselton Margaret River Airport Operations Report.**

#### EXECUTIVE SUMMARY

This report provides an overview of the operations and activities of the Busselton Margaret River Airport (BMRA) for the reporting period 1 July 2023 through 30 September 2023. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations.

#### STRATEGIC CONTEXT

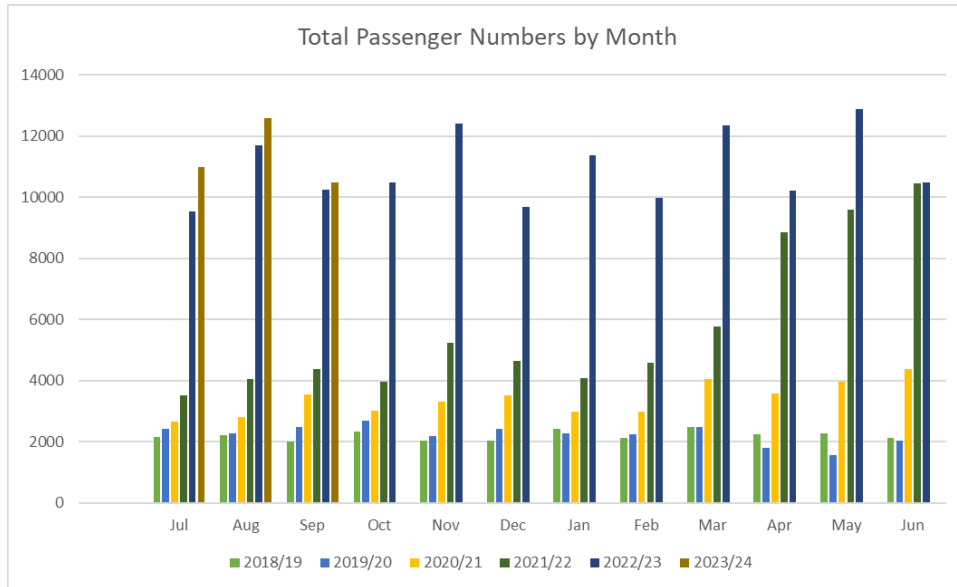
Regular updates on Busselton Margaret River Airport aids in the development of opportunities at the Busselton Margaret River Airport and aligns with Strategic Theme 3.4.

#### BACKGROUND

The BMRA has seen consistent passenger numbers with Jetstar RPT services and closed charter flights operating during the reporting period. Officers have been concentrating on meeting compliance and strategic objectives for the BMRA.

#### Passenger Numbers

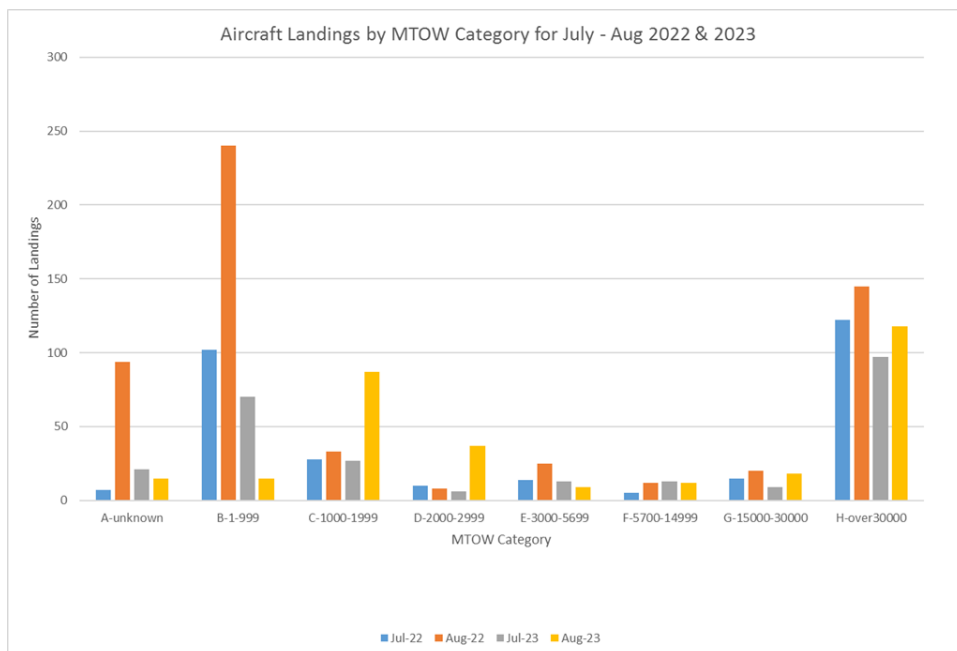
The estimated passenger numbers for the reporting period were 34,046 compared to 31,504 for the same period in 2022. Total passenger numbers have remained consistent over the reporting period compared to the same time in 2022, with a slight decrease in RPT passenger numbers (12,409 in 2022 compared to 11,210 in 2023) over the winter months.



## Aircraft Movements

The total number of scheduled services operating from the BMRA as of the end of the reporting period is 34 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 3 RPT services. Jetstar will increase the number of Melbourne services to 4 flights per week from 4 November 2023. Five airlines are operating from the BMRA with RPT and closed charter services utilising aircraft types from Dash 8/300 to Airbus A320 and Boeing 737/700 aircraft servicing destinations such as Melbourne and multiple mining operations across Western Australia.

There has been a total of 567 landings during the July and August (September data is not available at the time of writing the report) compared to 880 landings for the same period in 2022. The following graph represents the breakdown of landings by Maximum Take Off Weight (MTOW) at BMRA for July and August in 2022 and 2023.



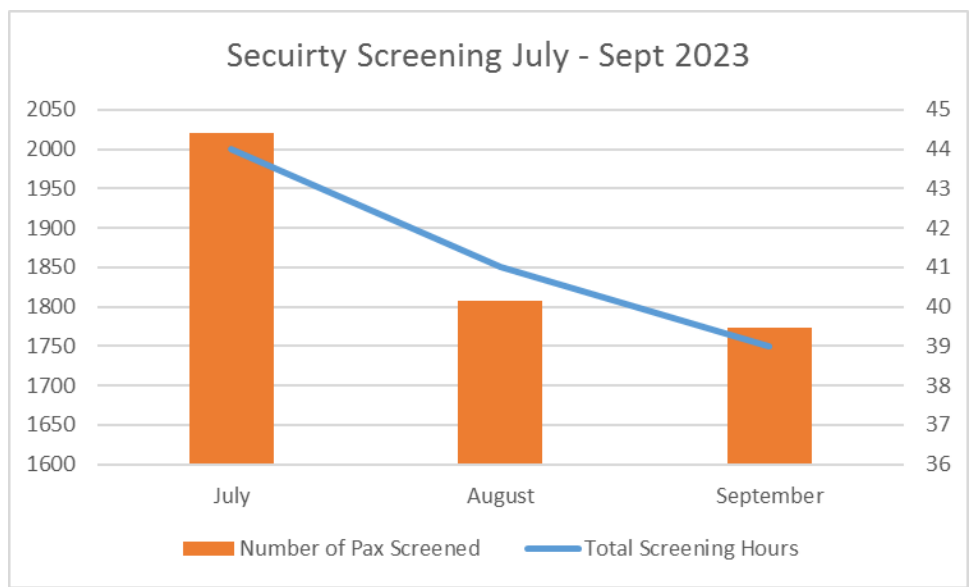
## Operations Update

The focus for the 2023/24 will be:

- Deliver the BMRA Master Plan 2023 and Aviation Strategy
- Prepare a BMRA Business Plan & financial model and integrate with the LTFFP
- Prepare the BMRA Terminal Business Case
- Prepare BMRA Terminal Concept Designs
- External audit of the Transport Security Program
- Continue to implement AVCRM (Aviation paperless compliance & management system) functionality
- Develop and implement BMRA Performance Reporting
- RFDS relocation project - construction of new patient transfer hangar and apron in the general aviation precinct
- General Aviation precinct apron reseal
- Central Apron CCTV
- Progress the General Aviation precinct leases
- Runway strip compliance works
- Central Apron Bay 10 lighting project implementation
- Obstacle Limitation Surface infringement – management/trimming of vegetation

## Security Screening Activities

The graph below shows the number of people screened and screening point hours per month for the 23/24 FY.



Officers are currently investigating additional CBS and passenger x-ray training and x-ray equipment software improvements to ensure that the highest standard of screening is performed at the BMRA. Officers are also seeking quotes for an additional ETD machine to ensure that there is a contingent ETD in the event of an equipment failure.

## OFFICER COMMENT

The 2022/23 FY was an extremely busy year for the BMRA, with increased aircraft movements and passenger throughput resulting in the Airport Reporting Officers spending more time airside with serviceability (runway) inspections, wildlife management dispersals and Jet (A1) refuelling. As a result, maintenance programs were behind schedule. A casual maintenance officer was recruited in August 2022 to assist with landside and some airside maintenance, enabling the Airport operations team to concentrate on airside compliance activities. Airside and landside mowing and maintenance programs are again a focus as the summer season approaches.

Increased visitation to the airport also results in additional car parking usage and the public car parking system has experienced a number of issues during the 2022/23 year. A system upgrade and new payment kiosk will be installed into the Arrivals Hall to provide more payment options for arriving passengers. Officers are also monitoring the car park numbers with the construction of an additional car park possibly being needed in the 2023/24 FY.

With the increase in services, improvements are needed in the Baggage Makeup Area (BMA) to assist with baggage loading. In conjunction with the BMRA ground handlers, Officers have prepared drawings to expand the asphalt area in the BMA to allow baggage tugs and trolleys to pull alongside the baggage roller beds for baggage loading. This will also enable baggage handling and processing of charter and RPT passenger baggage concurrently.

The draft BMRA Master Plan was delivered in late September will assist with some of the infrastructure improvement planning.

The Airport Manager will focus on the strategic direction of the BMRA and in particular the commercial development of the BMRA. This will include the following;

- Continue to work with the South West Development Commission on BMRA Terminal Business Case. A RFQ, closing on the 18 October is currently advertised for consultants to prepare a business case for the construction of a new passenger terminal at the BMRA. The business case will be used for State and Federal Government funding applications
- Finalise the BMRA Master Plan 2023
- Prepare a BMRA Business Plan including financial modelling, pricing and fee structure model, asset renewal and maintenance that can then be incorporated into the City's LTFF
- Investigate and identify new business and commercial opportunities for the BMRA
- Develop a KPI / performance reporting system for the BMRA

Department of Fire & Emergency Services (DFES) will mobilise to the BMRA during October and November for the start of the firefighting season from 1<sup>st</sup> December 2023. DFES plan to have the State Contracted large air tanker (LAT) for the duration of the season to respond to any fire emergencies in the South West region. The Helitacs will also mobilise to the BMRA prior to 1<sup>st</sup> December 2023.

## Statutory Environment

The BMRA operates in accordance with the following:

- *Aviation Transport Security Act 2004*
- *Aviation Transport Security Regulations 2005*

- CASA part 139 Manual of Standards (Aerodromes)
- City of Busselton Transport Security Plan
- Ministerial Statement 1088

### **Relevant Plans and Policies**

The officer recommendation aligns to the following adopted plan or policy:

Plan:

BMRA Master Plan 2016-2036

Policy:

Not applicable.

### **Financial Implications**

The actual operating income for the July – September period was \$966,708, compared to YTD budget of \$1,161,295.

There are a few factors contributing to this result:

- Actual airline passenger fees are lower than expected , this is due in part to timing of invoicing for fees and airlines delay in payment of fees
- Outstanding Security screening fees for August and September
- Car parking continues to grow and an actual YTD of \$342,702 compared to a YTD budget of \$264,000
- Landings fees are also on track with an actual of \$408,073 compared to a YTD budget of \$325,000

The actual operating expenses for July – September period was \$206,494 compared to YTD budget of \$423,002 (excluding depreciation and airline attraction). The variance can mostly be attributed to timing of expenditure and some maintenance activities that have been slow to commence with contractor availability and winter weather.

The 2023/24 adopted budget included an allocation for the replacement of airside movement area guidance signs (MAGS) at a cost of \$17,000. officers have further investigated and have found a more cost effective solution to replace the MAGS. As such Officers can utilise the budget allocation of \$17,000 (15060-1007) for the guidance signs to achieve the baggage make up area improvements which have been quoted as just under \$17,000 exclusive GST.

### **External Stakeholder Consultation**

Consultation has been occurring on a regular basis with Department of Transport, South West Development Commission, Tourism WA, Australia Southwest, airport stakeholders, Department of Home Affairs - Aviation Marine Security (AMS), Civil Aviation Safety Authority (CASA), Air Services Australia, Virgin Australia Regional Airline, Qantas Group, Southwest Aviation Services, the Busselton Aero Club, Albany, Esperance, Geraldton Airports and Australian Airports Association, concerning many topics and issues relating to the Airport.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

### **Options**

As an alternative to the proposed recommendation, the Council could choose not to receive and note the Busselton Margaret River Airport Operations Report.

### **CONCLUSION**

The 2022/23 financial year was a very busy year with increased services and significant growth in passenger numbers resulting in a shortage of resources and deferring / delaying of maintenance and capital works. With recruitment underway for a new compliance officer and a dedicated Airport Admin Officer appointed, planning of the coming years activities is underway. Officers will continue to strive to provide high levels of customer service at the BMRA, while ensuring the airport is compliant, safe and security is maintained throughout.

With a focus on business development and the anticipated growth in RPT and closed charter flights, further infrastructure improvements will be required over the coming year to support operations while a business case and funding strategy is developed for the new terminal. The Airport team will focus on implementation of the new BMRA Master Plan, achieving operational efficiencies and business and commercial development initiatives that have been deferred to date.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

<b>Milestone</b>	<b>Completion Date</b>
Not Applicable.	-

## **7 CONFIDENTIAL MATTERS**

Nil

## **8 NEXT MEETING DATE**

Wednesday 13 December 2023

## **9 CLOSURE**